

City of Fort Worth, Texas Job Description

Classification Title	Land Agent		
Job Code:	PR1850	Job Family:	Professional
Pay Grade	609	Date Created:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Acquires property interests for public and private City related infrastructure projects through offers, negotiations, administrative and eminent domain processes. Coordinates land management activities related to leasing of mineral interests owned by the City and corporate entities; and verifies lease compliance and mineral title. Performs a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Acquires property interests in easements or free simple title for the construction of capital improvement projects through administrative process, negotiation or eminent domain; prepares eminent domain documentation for unsettled property acquisitions for final disposition of the property interest; and prepares and presents formal written approval for Mayor and Council.
2. Inspects property; obtains and reviews appraisals to determine value; conducts negotiations with property owners; prepares recommendations regarding agreement terms; and secures signatures on agreements and deeds.
3. Provides complete relocation assistance to residential and commercial property owners displaced by public projects.
4. Acts as real estate liaison between the City Aviation Department and contract project consultants on federally funded approved Federal Aviation Administration real property acquisition projects.
5. Assists in the leasing of mineral interest owned by the City and corporate entities; identifies real estate title issues and discrepancies and recommends solutions; initiates bidding and approval by Council; prepares and routes lease documents; determines oil and gas royalty revenue allocation; and recovers funds from gas companies, as needed.
6. Assists in managing corporate entity mineral interest in gas leases and drilling units; analyzes City mineral ownership, drilling schedules, production and royalty revenue stream; and performs due diligence to ensure gas company compliance with City oil and gas lease terms.

7. Participates in the development of scope of contracts for due diligence review and lease compliance; reviews and approves contractor work; analyzes reports provided by contractor; recommends and implements resolutions; and ensures recovery of royalty revenues for the City.
8. Negotiates contracts for agreements and permits; recommends and drafts changes to contract documents; and monitors contract implementation.
9. Creates and prepares a variety of written reports and correspondence on project status.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Real Estate, Oil and Gas law and market in Texas
 - Curative title review, appraisals, survey, map, plat, zoning ordinances, conveyance documents and environmental reports.
 - Zoning, code compliance, signage, permitting and development codes and regulations.
 - File documentation preparation pertaining to eminent domain process and procedure.
 - City Gas Lease document.
 - City standard contract documents.
 - Gas Drilling Ordinances.
 - Texas Railroad Commission regulations.
 - Principles and practices of real estate acquisition and disposition.
 - Methods and techniques of conducting property title searches.
 - Laws and regulations related to the transfer of real property titles and deeds.
 - Principles, practices, methods and techniques of inspecting and valuing property.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Accounting and math.
 - Critical thinking and problem solving strategies.
 - Analyzing real estate legal documents.
 - Geographic Information Systems mapping.
 - Organization and documentation.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Conduct sales comparable analysis.
 - Manage property.
 - Negotiate contracts, property sales and acquisitions.
 - Use computers and applicable software.

- Read, interpret and understand property records.
- Perform technical research.
- Prepare clear and concise reports.
- Provide testimony in mediation hearings, depositions and condemnation hearings.
- Attend and coordinate project and public meetings.
- Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, real estate or a related field and two years of increasingly responsible real estate appraisal, title examination, commercial or residential or leasing experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, a Notary Public Certificate.

Possession of appropriate Real Estate License issued by the Texas Real Estate Commission.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.